



LFUCG Citizens' Advocate Office

Title: Citizens' Advocate Intern

Salary: This internship is non-paid

Hours: 10- 20 hours/week, Monday-Friday. Open during fall, spring, and summer semesters.

Duties:

- Research
- Web design
- Publication Design
- Constituent Services

Requirements:

- Selected candidate must take LFUCG web-based design training
- Applicants should be proficient with MS Office, internet and phones
- Strong publication design skills: newsletters, surveys, etc.
- Open to all students

Application Instructions: Please submit resume and cover letter indicating hours of availability and a writing sample to Penny McFadden: pmcfadden@lexingtonky.gov